

Grade 7 EMS Worksheet

Assessment Task: Functions of the Human Resources Department

The role and functions of the human resources department (Pair activity)

Do research about the role and functions of the human resources department in a large business. Write a short report to explain this role and function.

Follow the report writing format in the box below.

Report writing format

Your report should contain the headings below in bold (if typed) and underlined (if handwritten). The section between the 'Introduction' and 'Conclusion' forms the main body of your report.

Title

Role and functions of the human resources department

Summary

Summarise the main points, main conclusions and recommendations. Keep your summary short. (Although your summary appears below the title, you should write it last.)

Introduction

State the problem you are investigating. State the purpose of your report.

Problem and theory

Explain the problem you are investigating. Explain any theory that applies to the problem. (E.g.: The importance of the human resources department in skills development and recruitment.) Define your key concepts, e.g. 'skills development' and 'recruitment'.

Discussion

Assess your results. (E.g.: State whether you obtained the results you had set out to obtain. State whether further investigations are necessary.)

Conclusion

Summarise your results. Explain the importance of your results. Make recommendations about how solutions can be found to the problem you investigated.

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Teacher assessment rubric: report

Criteria					Marks
Format of report [Marks out of 5]	The learner followed the format provided exactly. [5 marks]	The learner mostly followed the format provided. [4 marks]	The learner sometimes followed the format provided. [3 marks]	The learner did not follow the format provided. [1-2 marks]	
Information contained in report [Marks out of 5]	The learner included all the relevant points in the report. [5 marks]	The learner included most of the relevant points in the report. [4 marks]	The learner included few of the relevant points in the report. [3 marks]	The learner left out most of the relevant points in the report. [1-2 mark]	
Language use in report [Marks out of 5]	Excellent language usage with no mistakes. Own words used. [5 marks]	Good language usage with only a few mistakes (fewer than five). Own words mostly used. [4 marks]	Acceptable language usage with more than five mistakes. Some sentences are copied from the lesson. [3 marks]	Little attempt to use correct language or no attempt to use own words. [1-2 marks]	
Total marks out of 15:					

Level 4: 11–15 marks (70–100%) – Outstanding

Level 3: 7–10 marks (50–69%) – Achieved

Level 2: 5–6 marks (35–49%) – Partially achieved

Level 1: 1–4 marks (1–34%) – Not achieved

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Suggested Solutions

Not applicable.

Appendix of Assessment Tools

Teacher assessment rubric: report

Criteria					Marks
Format of report [Marks out of 5]	The learner followed the format provided exactly. [5 marks]	The learner mostly followed the format provided. [4 marks]	The learner sometimes followed the format provided. [3 marks]	The learner did not follow the format provided. [1-2 marks]	
Information contained in report [Marks out of 5]	The learner included all the relevant points in the report. [5 marks]	The learner included most of the relevant points in the report. [4 marks]	The learner included few of the relevant points in the report. [3 marks]	The learner left out most of the relevant points in the report. [1-2 mark]	
Language use in report [Marks out of 5]	Excellent language usage with no mistakes. Own words used. [5 marks]	Good language usage with only a few mistakes (fewer than five). Own words mostly used. [4 marks]	Acceptable language usage with more than five mistakes. Some sentences are copied from the lesson. [3 marks]	Little attempt to use correct language or no attempt to use own words. [1-2 marks]	
Total marks out of 15:					

Level 4: 11–15 marks (70–100%) – Outstanding

Level 3: 7–10 marks (50–69%) – Achieved

Level 2: 5–6 marks (35–49%) – Partially achieved

Level 1: 1–4 marks (1–34%) – Not achieved